

DDA 86-1471
2 September 1986

MEMORANDUM FOR: Chief, Facilities Management Division,
Office of Logistics

VIA: Chief, Building Services Branch

FROM:

Executive Assistant to the DDA

SUBJECT: Application for Property Pass, Form OF-7

In order to facilitate departure from the Headquarters Building of visitors and employees carrying nongovernment-owned property, it is requested that authority be delegated to [redacted] to issue one-time property passes (Form OF-7). In accordance with [redacted] the following information is provided:

Badge Number	[redacted]
Employee Number	[redacted]
Component Designation	EA/DDA
Room Number	7D24 Hqs.
Extension	[redacted]

Attachment:
Signature Card

APPROVED:

Chief, Building Services Branch

Date

DD/A REGISTRY
FILE: 10-2

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